

STUDENT AID AWARENESS WORK TEAM

MEETING MINUTES

MARCH/27/01

ATTENDEES
• Bill
• Hazel
• Jennifer
• Kristine
• Linda
• Mary K
• Nancy

NEXT STEPS

WHAT	WHO	BY WHEN	DATE COMPLETED
• Meet with FTC for web protocols	Bill	4/23	
• Write bullets for a monthly one-pager (PTA), and send to Mary K	Linda	3/12	
• Get people to run PTA booth	Linda		
• Bullet points of Cindy at McNair	Bill	3/12	
• NSSFNS–find out who from Dena’s group is covering	Mary K	3/12	
• Send out minutes from today’s meeting	Nancy	3/27	
• Update charter based on today’s meeting agreements	Nancy	3/27	
• Update process map based on changes in charter	Nancy	4/3	
• Prepare a next assignment for Joe that furthers the long and short-term objectives	All	4/3	
• Draft action steps for each of the four SAA key priority areas, and e-mail them to the person designated to summarize the action steps– <ul style="list-style-type: none"> • Targeting aid information to populations that need it–Bill • Established long-term partnerships to promote access to post-secondary education–Hazel • Energized workforce and leadership–Linda • Campaign management information system–Kristine 	All	4/30	
• Designated leads of priority areas summarize action plan for their area based on input from team	Bill, Hazel, Linda, Kristine	4/3	
• Determine meeting schedule based on remaining deliverables for SAAIPT ²	Mary K, Kristine, &	4/3	

	Nancy		
--	-------	--	--

UPCOMING MEETINGS-

- April 3, Tuesday–1:30-3:30
- April 10, Tuesday–1:30-3:30